How to Apply for a Nonimmigrant Visa
Using the DS-160 Application

1. **Who needs to fill out the DS-157?**
   If you are over the age of 15, you must also complete the DS-157 using the following guidelines:
   - On Question 3: Be sure to write your name in your native alphabet (Arabic, Kurdish, etc.)

   - On Question 12: Please list all of your employers since you completed your studies and provide the dates for this employment, and your job title for each job on the DS-157. If necessary, you may submit an additional sheet as an attachment.

   - On Question 13: You must include political parties and organizations in this answer. If you are or were a member of the Ba'ath Party, the KDP, the PUK, the INC, or any other political organization, you must indicate this in your answer. List the years of your membership, why you joined, and the highest level you achieved. If necessary, you may submit an additional sheet as an attachment.

   - On Question 17: Include all education beyond elementary school (secondary schools, colleges, universities, and institutes), with dates of attendance, and degrees or diplomas obtained.

2. **Where can I find the DS-160?**
   You can access the DS-160 at https://ceac.state.gov/genniv/.
   a. Click "Start Application."
   b. Select Baghdad as the location where you will submit your application.

3. **Can my answers be in my native language?**
   No. All application questions except for the question asking that you type your name in your native language, must be in English, using English characters only. If you submit an application in language other than English, you may be required to submit a new application.

4. **Are all fields on the DS-160 mandatory?**
   Most fields are mandatory. You may leave fields marked "Optional" blank. Some fields may also give you the option to select "Does Not Apply". If that field does not apply to you, you may mark the box next to "Does Not Apply." All other fields must be completed and the application will not allow you to continue with any mandatory fields left blank. If you do not answer questions that apply, you may be required to submit a new application.

5. **What happens if I need to step away in the middle of data entry?**
   The DS-160 will "time out" 20 minutes after the application has been idle. If the application times out, all the data that has been entered will be lost. To prevent this loss, you should save the application at regular intervals. To save, click the "Save" button at the bottom center of the page. Clicking "save" will temporarily save your application.

   At any time before you enter the Confirmation screen, you can permanently save the application. To do so, click the "Save Application to File" button. Then, click the "Save" button on the File Download window. Identify a place on your computer to save the file and click the

"Save" button on the Save As window. Once the download is complete you can click "Close" to return to the application. You can then later return to the CEAC website and indicate the location where you are applying. Next, you will click the upload previous application button and select the previously saved application file you wish to upload. Next, answer the security questions to validate that the correct file has been selected, then click "Upload Data." Finally, click on the 'Next' button at the bottom of each page until the last completed page has been reached and continue the application process.

6. **What should I enter in these fields?**

PERSONAL INFORMATION:
Full name in native alphabet: Type your name in Arabic, if you are unable to type in your name in Arabic, check the "Does Not Apply" box.
National Identification number: Enter your Iraqi Jensiya number

PASSPORT INFORMATION:
Passport number: Enter the passport number as it appears in your passport.
Passport book number: Click the "Does Not Apply" button

TRAVEL INFORMATION:
Purpose of trip:
If you will be traveling for tourism & business select B1/B2
If you will be traveling for business only, select B1
If you will be traveling for tourism only, select B2
If you will be studying in the United States, select F1
If your family members will be traveling with you and are also applying for a visa, they select F2
If you will be participating in an exchange program, select J1
If your family members will be traveling with you and are also applying for a visa, they select J2
If you are traveling for any other purpose: **Click "Other" on the list and a second drop down box will appear. In the second box:**
If you are a diplomat or foreign government official
    And will be assigned to a mission in the United States, select A1
        If your family members will be traveling with you and are also applying for a visa, they will select A1
    And will be traveling for official business of a temporary nature, select A2
        If your family members will be traveling with you and are also applying for a visa, they will select A2
    And will be assigned to a permanent mission of an international organization in the United States, select G1
        If your family members will be traveling with you and are also applying for a visa, they will select G1
    And will traveling to the United States temporarily to attend meetings of a designated international organization in the United States, select G2
        If your family members will be traveling with you and are also applying for a visa, they will select G2

Intended date of arrival in U.S.: Enter the date when you are planning to visit/go the US if the visa is approved.

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Intended length of stay in the U.S.: Select the length in accordance with your plans.

U.S. POINT OF CONTACT INFORMATION:
Contact person: Enter the name of your contact in the U.S. If you do not have a contact in the U.S., check the box "Do Not Know" and in "Organization Contact" enter the name of a place that you will visit either for business or pleasure.
Address and phone number of point of contact: Enter the address of your contact in the U.S. If you checked "Do Not Know" to this question, enter the address of the place that you entered in the "Organization contact" question; for the phone number, enter all "9"s" if you do not know the phone number.

FAMILY INFORMATION:
Relatives: Enter your father's and mother's names, even if they are deceased. Enter the names of all family members who are residing in the U.S. (regardless of legal status) or who are American citizens or legal permanent residents, even if they do not live in the U.S.

PRESENT WORK/EDUCATION/TRAINING INFORMATION:
Monthly salary in local currency: Enter your salary before deductions. If you do not receive a fixed salary, you must enter an estimate of your average earnings for a month. If you are a business owner, you should enter an average amount of net income you receive from the business after expenses. If you receive a pension, enter the amount of the pension.

ADDITIONAL WORK/EDUCATION/TRAINING INFORMATION:
Have you traveled to any countries within the last five years?: Include any travel outside of your home country, including travel to the U.S.

SECURITY AND BACKGROUND: CRIMINAL INFORMATION
Have you ever been arrested or convicted of any offense or crime? Include all arrests or detentions, including those at the border and by Customs and Border Patrol.

SECURITY AND BACKGROUND: IMMIGRATION LAW VIOLATION INFORMATION
Have you ever been unlawfully present, overstayed the amount of time granted by an immigration official or otherwise violated the terms of a visa?: Include any time that you were in the United States illegally or without permission.

LOCATION INFORMATION:
Did anyone assist you in filling out this application?: If your answer is YES, that person must complete the preparer information section, even if the person assisting you is a family member.

7. **What are the requirements for a digital photo that will successfully upload to my application?**
   It must be a color photograph on light background either from a digital camera or it can be a paper photograph that you scan and save as a JPEG or JFIF file.

   *Please note that you must try and upload a photo. If you are unsuccessful, an "X" will appear in the box where the photo should be. You can either try to upload a photo again OR click continue to complete the application.

8. **Why does the confirmation page have an "X" in the box where the photo should be?**

There is an X because the photo upload failed. You will need to submit one printed photograph meeting requirements, along with the online DS-160 confirmation page. Please staple your photo to the confirmation page. The following are minimum requirements for a printed photograph:

- The photograph must not be older than six months.
- The photograph must measure 5 cm x 5 cm.
- The photograph of the applicant's head must be between 2.5 cm and 3.5 cm when measured vertically.
- The photograph must be in color and have a white background.
- The applicant must face the camera directly, with both ears visible.

9. **Why did the edits I made from the review page "edit" link not save?**
In order for data changes made from the review page links to save, you must use the buttons at the bottom of each page to navigate, instead of the browser's back/forward buttons or the buttons along the left of the screen.

10. **Should I save my application before I submit it?**
YES! You should, if you can, save your application locally (to either your hard drive or a CD) before you submit your application. Saving your application locally is beneficial in two ways. First, if your application is rejected by the Embassy for being incomplete, *i.e.*, your application contains nonresponsive answers or you failed to answer a critical question, you will be able access your saved application data, correct the nonresponsive or incomplete answers and submit the corrected application without having to complete an entirely new application. Second, if you are a frequent visa applicant, you can update your saved application the next time you wish to apply for a visa and submit the updated application. This will save you time by not having to reenter information that has not changed since the last time you applied.

11. **Do I bring my entire application with me to the interview, or do I just bring the confirmation page?**
You should not bring your entire application. Your <u>confirmation page</u> is all that is needed to retrieve your application data. You must bring the confirmation page with you during all phases of the application process. Without the confirmation page, it may not be possible to access your application and process your visa case.

12. **How do I pay the fee for my interview?**
Unless you are applying for a diplomatic (A or G) visa or are a J exchange visitor applicant participating in a federally sponsored exchange visitor program (applicants whose DS-2019 form has a program code that begins with G1, G2, or G3) you must pay a fee before your interview according to the following instructions:

- Take your passport or a copy of your passport to any Al Warka bank branch office and explain that you want to pay a US visa fee. It is permissible for another person to make the payment for you, but they must take your passport or a copy of your passport with them.

- Pay your $140 fee to the bank. They will issue you a receipt.

- Verify that your receipt for payment includes:

    1. The visa applicant's name as it appears in her or his passport

    2. The visa applicant's passport number

    3. The words "US Embassy MRV Sweep"

    4. The payment must not be made more than 1 year before the visa interview

- Bring the original Al Warka Bank receipt to your visa interview at the US Embassy. Copies of the receipt will not be accepted.

13. **I am traveling with my family or as part of a group. Can I create a family or group application?**
    Yes. On the "Thank You" page you will see an option to create a family or group application. When you select this option, certain information from your application, such as destination, will automatically be imported to and displayed on a new application. Please note that if you use this option you will need to create an individual application for each of your family members traveling with you or for each individual within the group.

14. **If I use the option on the "Thank You" page to create a family or group application, can I modify the data automatically populated by the system?**
    Yes. If one of the dependents has a different surname or nationality, for example, the applicant can alter that data on the application before submitting.

15. **Please also bring the following items to your interview:**
- Passport that is valid for at least six (6) months after your intended date of entry into the United States. The passport must contain correct biographical information. Please also bring any previous passports and/or visas with you to your appointment. For Iraqi applicants, the passport must be a G, D, E, or A-series document.

- Photocopy of the Biographical Information page of your Passport

- Pre-paid DHL or FedEx Airway Bill
  In order to receive your passport back after your visa is printed, you will need to bring with you to your Interview a pre-paid waybill and mailing envelope from your nearest DHL office. For more information, please see: http://iraq.usembassy.gov/passback_information2.html